

**FINANCIAL ASSISTANCE
FUNDING OPPORTUNITY ANNOUNCEMENT**



U. S. Department of Energy

National Energy Technology Laboratory

**Building Technologies State Energy Outreach and Deployment
State Energy Program (SEP) Special Projects**

Funding Opportunity Number: DE-PS26-06NT42837

Announcement Type: Initial

CFDA Number: 81.117

Issue Date: March 21, 2006

Application Due Date: May 24, 2006 at 8:00 PM Eastern Time

NOTE: NEW REQUIREMENTS FOR GRANTS.GOV

Where to Submit

Applications must be submitted through Grants.gov to be considered for award.

Registration Requirements

There are several one-time actions you must complete in order to submit an application through Grants.gov (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), register with the credential provider, and register with Grants.gov). See <http://www.grants.gov/GetStarted>. Use the Grants.gov Organization Registration Checklist at <http://www.grants.gov/assets/OrganizationRegCheck.doc> to guide you through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in the CCR registration process. Applicants, who are not registered with CCR and Grants.gov, should allow at least 14 days to complete these requirements. It is suggested that the process be started as soon as possible.

Questions

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. Part VII of this announcement explains how to submit other questions to the Department of Energy (DOE).

Application Receipt Notices

After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of four e-mails. It is extremely important that the AOR watch for and save each of the emails. It may take up to two (2) business days from application submission to receipt of email Number 2. You will know that your application has reached DOE when the AOR receives email Number 4. You will need the Submission Receipt Number (email Number 1) to track a submission. The titles of the four e-mails are:

Number 1 - Grants.gov Submission Receipt Number

Number 2 - Grants.gov Submission Validation Receipt for Application Number

Number 3 - Grants.gov Grantor Agency Retrieval Receipt for Application Number

Number 4 - Grants.gov Agency Tracking Number Assignment for Application Number

VERY IMPORTANT – Download PureEdge Viewer

In order to download the application package, you will need to install PureEdge Viewer. This small, free program will allow you to access, complete, and submit applications electronically and securely. For a free version of the software, visit the following web site:

<http://www.grants.gov/DownloadViewer>.

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PART I – FUNDING OPPORTUNITY DESCRIPTION

A. SUMMARY

The Department of Energy (DOE), National Energy Technology Laboratory, is seeking cost-shared applications on behalf of the Office of Energy Efficiency and Renewable Energy's Building Technologies Program (BTP) in accordance with 10 CFR part 420. DOE is looking for BTP projects that more fully integrate deployment and technical assistance activities through the following program areas: Building America, Building Energy Codes, Energy Star and Rebuild America.

This funding opportunity announcement is responsive to the BTP's near-term goal of improving energy efficiency in new and existing residential and commercial buildings by 20 percent to 40 percent above the 2004 IECC or ASHRAE Standard 90.1-2004.

The focus of this announcement is to fund projects that provide creative initiatives that increase energy savings in the residential and commercial building sectors. States are encouraged to enter into teaming arrangements with other State Energy Offices (SEO's), industry, small businesses, educational institutions, non-profit organizations and DOE national laboratories to develop projects that address innovative ways to integrate Building America, Building Energy Codes, Energy Star and Rebuild America.

B. BACKGROUND

The Department of Energy's Building Technologies Program develops technologies, techniques, and tools for making residential and commercial buildings more energy efficient, productive, and affordable. Energy use by residential and commercial buildings accounts for over one-third of the Nation's total energy consumption, including two-thirds of the electricity generated in the United States. This level of energy use costs the Nation about \$240 billion annually. Improving the energy efficiency of buildings and equipment reduces energy consumption – especially during critical peak demand periods – which also reduces America's vulnerability to energy supply disruptions, energy price spikes and constraints on the Nation's electricity infrastructure.

BTP seeks to accelerate the introduction and eventual commercialization of energy efficient technologies and processes through the establishment of robust and sustainable partnerships. BTP works in partnership with other Federal agencies, States, local governments, building industry professionals, academic institutions, industry, and manufacturers to advance the research, development, and use of energy-efficient building technologies and practices. To further its mission, BTP also works with state and local regulatory groups and others to improve building codes and standards. In addition, BTP works toward market transformation by educating homeowners, builders, and developers about the significant returns they can achieve through adopting energy-efficient technologies and practices. Collectively, BTP's program areas provide technical assistance and funds to support the national deployment of energy-saving tools, products, and information in the commercial and residential buildings sector.

State Energy Offices (SEOs) understand the needs, regulations, and policies of their regions, and

are well positioned to coordinate the efforts of a broad spectrum of partners, including local governments, K-12 schools, colleges and universities, extension services, non-governmental organizations (NGOs), business, utilities, builders, and consumers. Partnering with SEOs for systems approaches and specific pilots, BTP intends to strengthen its network and increase interest in the use of their technical assistance. Historically, SEOs have proven to be a highly effective vehicle for expanding the reach of BTP's internal resources and leveraging state and regional networks to engage local partnerships. Through coalitions, demonstrations, and educational outreach activities, SEOs effectively encourage commercialization of new technologies and market transformation.

C. OBJECTIVE

The objective of this announcement is to provide financial support for innovative approaches to the integration of BTP's deployment and technical assistance activities in the following program areas:

- *Building America*, a public/private partnership that conducts systems research to improve overall housing performance, increase housing durability and comfort, reduce energy use, and increase energy security for America's homeowners. (See Building America website at www.buildingamerica.gov)
- *ENERGY STAR*, which works with sponsors nationwide to promote energy-efficient appliances, CFLs, windows, doors and skylights, and is working toward the commercialization of advanced technologies in water heating, lighting and renewables. (See Energy Star website at www.energystar.gov)
- *Building Energy Codes*, which provides technical and financial assistance to States to update their building energy codes to the latest standards and to implement and better enforce these codes. (See Energy Codes website at www.energycodes.gov)
- *Rebuild America*, which accelerates energy efficiency improvements in commercial, institutional, and multifamily residential buildings through public-private partnerships created at the community level. (See Rebuild America website at www.eere.energy.gov/buildings/program_areas/rebuild.html)

DOE'S BTP is interested in multiple state applications that integrate BTP's four deployment program areas and involve multiple partners. Single state application and/or applications focused on one program area will also be accepted. The expectation is that these projects will provide:

- Ongoing fulfillment of the BTP role in promoting energy efficiency in all related commercial and residential building sectors.
- Greater ability for SEOs to implement building strategies in support of specific and pressing state energy needs and objectives.
- Enhanced opportunities for integrated and leveraged support of national, state, local, and regional energy efficiency efforts.
- Increased partnership opportunities at the national, state, local, and regional level.

- Market transformation (increased energy efficiency in the building sector through increased awareness, expertise, and energy efficiency product availability for purchase and installation).

PART II – AWARD INFORMATION

A. TYPE OF AWARD INSTRUMENT.

- DOE anticipates awarding grants under this program announcement.

B. ESTIMATED FUNDING.

- Approximately \$3,300,000 is expected to be available for new awards under this announcement.

C. MAXIMUM AND MINIMUM AWARD SIZE.

- Ceiling (i.e., the maximum amount for an individual award made under this announcement): \$500,000.
- Floor (i.e., the minimum amount for an individual award made under this announcement): None.

D. EXPECTED NUMBER OF AWARDS.

- DOE anticipates making approximately 8 to 15 awards under this announcement.

E. PERIOD OF PERFORMANCE.

- DOE anticipates making awards that will run for up to three (3) years.

PART III - ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS.

In accordance with 10 CFR 600.6(b), eligibility for award is restricted to the 50 States, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the US Virgin Islands. Applications must be submitted by the State Energy Office or other agency responsible for administering the State Energy Program pursuant to 10 CFR part 420, although States may work in collaboration with non-State partners. Non-State partners interested in collaborating with their respective State Energy Office must contact their respective State Energy Office. A list of State Energy Offices can be found at:

www.eere.energy.gov/state_energy_program/seo_contacts.cfm

For convenience, the term "State" in this announcement refers to all eligible Applicants.

B. COST SHARING

The cost share must be at least 20% of the total allowable costs of the project (i.e., the sum of the Government share, including FFRDC contractor costs if applicable, and the recipient share of allowable costs equals the total allowable costs of the projects) and must come from non-Federal sources. (See 10 CFR part 600 for the applicable cost sharing requirements.)

C. OTHER ELIGIBILITY REQUIREMENTS.

Federally Funded Research and Development Center (FFRDC) Contractors.

FFRDC applicants are not eligible for an award under this announcement, but they may be proposed as a team member subject to the following guidelines:

Authorization for non-DOE/NNSA FFRDCs. The Federal agency sponsoring the FFRDC contractor must authorize in writing the use of the FFRDC contractor on the proposed project and this authorization must be submitted with the application. The use of a FFRDC contractor must be consistent with the contractor's authority under its award and must not place the FFRDC contractor in direct competition with the private sector.

Authorization for DOE/NNSA FFRDCs. The cognizant contracting officer for the FFRDC must authorize in writing the use of a DOE/NNSA FFRDC contractor on the proposed project and this authorization must be submitted with the application. The following wording is acceptable for this authorization.

"Authorization is granted for the _____ Laboratory to participate in the proposed project. The work proposed for the laboratory is consistent with or complimentary to the missions of the laboratory, will not adversely impact execution of the DOE/NNSA assigned programs at the laboratory, and will not place the laboratory in direct competition with the domestic private sector."

Value/Funding. The value of, and funding for, the FFRDC contractor portion of the work will not normally be included in the award to a successful applicant. Usually, DOE/NNSA will fund a DOE/NNSA FFRDC contractor through the DOE field work proposal system and other FFRDC contractors through an interagency agreement with the sponsoring agency.

Cost Share. The applicant's cost share requirement will be based on the total cost of the project, including the applicant's and the FFRDC contractor's portions of the effort.

FFRDC Contractor Effort:

- The FFRDC contractor effort, in aggregate, shall not exceed 20% of the total estimated cost of the project, including the applicant's and the FFRDC contractor's portions of the effort.

Responsibility. The applicant, if successful, will be the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues, including but not limited to, disputes and claims arising out of any agreement between the applicant and the FFRDC contractor.

PART IV – APPLICATION AND SUBMISSION INFORMATION

A. ADDRESS TO REQUEST APPLICATION PACKAGE.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement and then follow the prompts to download the application package. **NOTE:** You will not be able to download the Application Package unless you have installed PureEdge Viewer (See: <http://www.grants.gov/DownloadViewer>).

B. CONTENT AND FORM OF APPLICATION – SF 424.

You must complete the mandatory forms and any applicable optional forms (e.g., SF-LLL-Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below. **Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.**

1. SF 424 - Application for Federal Assistance.

Complete this form first to populate data in other forms. Complete all required fields in accordance with the pop-up instructions on the form. To activate the instructions, turn on the “Help Mode” (Icon with the pointer and question mark at the top of the form).

2. Other Attachments Form

Submit the following files with your application and attach them to the Other Attachments Form. Click on “Add Mandatory Other Attachment” to attach the Project Narrative. Click on “Add Optional Other Attachment,” to attach the other files.

- **Project Narrative File - Mandatory Other Attachment**

The project narrative must not exceed 10 pages, including charts, graphs, maps, photographs, and other pictorial presentations, when printed using standard 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right). EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE. The font must not be smaller than 11 point. Do not include any Internet addresses (URLs) that provide information necessary to review the application. See Part VIII.D for instructions on how to mark proprietary application information. Save the information in a single file named “Project.pdf,” and click on “Add Mandatory Other Attachment” to attach.

The project narrative must include:

- Project Objectives. This section should provide a clear, concise statement of the specific objectives/aims of the proposed project.
- Merit Review Criterion Discussion. The section should be formatted to address each of the merit review criterion listed in Section V. A. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit review criteria. DOE WILL EVALUATE AND CONSIDER ONLY THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERION.

Criterion 1. Project Value

- Describe in detail the concepts on which the proposed project is based and discuss how the proposed work addresses the BTP goal to improve the energy efficiency of new and existing residential and commercial buildings.
- Provide a detailed discussion on how the proposed effort will positively impact the BTP areas included in the project.
- Provide a detailed discussion of the breadth of the proposed efforts to integrate multiple BTP areas and describe in detail the innovative and creative techniques proposed to integrate one or more of the BTP areas.

Criterion 2. Management and Partnership Capabilities

- Provide a detailed discussion of the project team's experience and success in implementing similar projects.
- Provide a detailed discussion of the project team's experience in addressing building industry needs.
- Describe the roles and the responsibilities of each project team partner including task integration, project coordination and project management activities and how the various efforts will be managed to successfully complete the proposed effort
- Identify credentials of proposed key personnel and describe their responsibilities and experience as related to the proposed project.
- Provide a detailed discussion of the applicant's relevant current or past partnerships/teaming arrangements with organizations involved in BTP residential and commercial building energy efficiency projects including but not limited to such organizations as SEOs, utilities, governmental organizations, manufacturers, non-profits, professional organizations, architectural organizations and academia.

Criterion 3. Project Approach

- Provide a clear concise Statement of Project Objectives (SOPO) addressing the work to be performed using the format described below.
- Discuss in detail how the proposed approach will successfully achieve the stated objectives.
- Provide a detailed workplan that includes an integrated project schedule with milestones that demonstrates how the proposed work will be implemented and the potential for successful completion. The workplan should also include programmatic funding breakdown by percentage of the project attributable to the specific BTP areas.
- Provide a detailed discussion on the anticipated outcomes resulting from the successful completion of the project.

Criterion 4. Project Replicability

- Provide a detailed discussion on the feasibility of the proposed approach to be replicated by other states or in local or multi-state regional areas.
- Provide a discussion on how the successful results of the project can serve as a showcase, success story, or peer-to-peer model and how that will be shared with other states.

○ Statement Of Project Objectives (SOPO):

The Department of Energy's, National Energy Technology Laboratory uses a specific

format for Statement of Project Objectives in its awards. In announcements such as this one, where the Government does not provide a Statement of Project Objectives, the Applicant is to provide one, which the DOE will then use to generate the Statement of Project Objectives to be included in the award.

The project narrative must contain a single, detailed Statement of Project Objectives that addresses how the project objectives will be met. The Statement of Project Objectives must contain a clear, concise description of all activities to be completed during project performance and follow the structure discussed below. The Statement of Project Objectives may be released to the public by DOE in whole or in part at any time. It is therefore required that it shall not contain proprietary or confidential business information.

The Statement of Project Objectives is limited to 3 pages in total and is not included in the page limit of the project narrative file. Applicants shall prepare the Statement of Project Objectives in the following format:

TITLE OF WORK TO BE PERFORMED

(Insert the title of work to be performed. Be concise and descriptive.)

A. OBJECTIVES

Include one paragraph on the overall objective(s) of the work. Also, include objective(s) for each phase of the work.

B. SCOPE OF WORK

This section should not exceed one-half page and should summarize the effort and approach to achieve the objective(s) of the work for each Phase.

C. TASKS TO BE PERFORMED

Tasks, concisely written, should be provided in a logical sequence and should be divided into the phases of the project. This section provides a brief summary of the planned approach to this project.

Task 1.0 - (Title)

(Description)

Subtask 1.1 (Optional)

(Description)

Task 2.0 - (Title)

Task 3.0 - (Title)

D. DELIVERABLES

The periodic, topical, and final reports shall be submitted in accordance with the "Federal Assistance Reporting Checklist" and the instructions accompanying the checklist.

[Note: The Recipient shall provide a list of deliverables other than those identified on

the "Federal Assistance Reporting Checklist" that will be delivered. These reports shall also be identified within the text of the Statement of Project Objectives. See the following examples:

1. Task 1.1 - (Report Description)
2. Task 2.2 - (Report Description)]

- **Project Summary/Abstract File**

The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (i.e., benefits, outcomes), and major participants (for collaborative projects). This document must not include any proprietary or sensitive business information as the Department may make it available to the public. The project summary must not exceed one (1) page when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) with font no smaller than 11 point. Save this information in a file named "Summary.pdf," and click on "Add Optional Other Attachment" to attach.

- **SF 424 A Excel, Budget Information – Non-Construction Programs File**

You must provide a separate budget for each year of support requested and a cumulative budget for the total project period. Use the SF 424 A Excel, "Budget Information – Non Construction Programs" form on the Applicant and Recipient Page at <http://grants.pr.doe.gov>. You may request funds under any of the Object Class Categories as long as the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles, and are not prohibited by the funding restrictions in this announcement (See PART IV, G). Save the information in a single file named "SF424A.xls," and click on "Add Optional Other Attachment" to attach.

- **Budget Justification File**

You must justify the costs proposed in each Object Class Category/Cost Classification category (e.g., identify key persons and personnel categories and the estimated costs for each person or category; provide a list of equipment and cost of each item; identify proposed subaward/consultant work and cost of each subaward/consultant; describe purpose of proposed travel, number of travelers, and number of travel days; list general categories of supplies and amount for each category; and provide any other information you wish to support your budget). Provide the name of your cognizant/oversight agency, if you have one, and the name and phone number of the individual responsible for negotiating your indirect rates. If cost sharing is required, provide an explanation of the source, nature, amount, and availability of any proposed cost sharing. Save this information in a single file named "Budget.pdf," and click on "Add Optional Other Attachment" to attach.

- **Subaward Budget File(s)**

You must provide a separate budget (i.e., budget for each budget year and a cumulative budget) for each subawardee that is expected to perform work estimated to be more than \$100,000 or 50 percent of the total work effort (which ever is less). Use the SF 424 A Excel for Non Construction Programs or the SF 424 C Excel for Construction Programs. These forms are found on the Applicant and Recipient Page at

<http://grants.pr.doe.gov>. Save each Subaward budget in a separate file. Use up to 10 letters of the subawardee's name (plus .xls) as the file name (e.g., ucla.xls or energyres.xls), and click on "Add Optional Other Attachment" to attach.

- **Certifications/Assurances for Use with SF 424 File**

NOTE: THIS FILE IS ONLY REQUIRED IF APPLICANT DOES NOT CURRENTLY HAVE A CERTIFICATIONS/ASSURANCES PACKAGE ON FILE WITH DOE, OR, IF ANY UPDATES NEED TO BE MADE TO CURRENT ON-FILE PACKAGE.

You must complete and provide the "Certifications and Assurances for Use with SF 424" form on the Applicant and Recipient Page at <http://grants.pr.doe.gov> if you do not currently have a certifications/assurances package on file with DOE, or, if any updates need to be made to the current on-file package. This program is not covered under Title XX through XXIII of EPACT, therefore, applicants must complete the certifications/assurances package without the EPACT Representation. Submission of an electronic application through Grants.gov constitutes the submission of a signed document. Type the name of the person responsible for providing the certifications and assurances in the signature block and save as a pdf file. Do not submit a scanned copy of the form. Name the file "Certs.pdf," and click on "Add Optional Other Attachment" to attach.

- **Commitment Letters from Third Parties Contributing to Cost Sharing File**

- If a third party (i.e., a party other than the organization submitting the application) proposes to provide all or part of the required cost sharing, the applicant must include a letter from the third party stating that it is committed to providing a specific minimum dollar amount of cost sharing. The letter should also identify the proposed cost sharing (e.g., cash, services, and/or property) to be contributed. Letters must be signed by the person authorized to commit the expenditure of funds by the entity. Provide this information in a single file named "CLTP.pdf" and click on "Add Optional Other Attachment" to attach.

- **Biographical Sketch File**

Provide a biographical sketch for each key person proposed, including subawardees and consultants if they meet the definition of key person. A key person is any individual who contributes in a substantive, measurable way to the execution of the project. Save all biographical sketches in a single file named "bio.pdf" and click on "Add Optional Other Attachment" to attach. The biographical information for each person must not exceed 2 pages when printed on 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right) with font no smaller than 11 point and must include:

Education and Training. Undergraduate, graduate, and postdoctoral training; provide institution, major/area, degree, and year.

Professional Experience: Beginning with the current position list, in chronological order, professional/academic positions with a brief description.

Publications. Provide a list of up to 10 publications most closely related to the proposed project. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available

electronically.

Patents, copyrights, and software systems developed may be provided in addition to or substituted for publications.

- **Budget for DOE/NNSA Federally Funded Research and Development Center (FFRDC) Contractor, if applicable.**

If a DOE/NNSA FFRDC contractor is to perform a portion of the work, you must provide a DOE Field Work Proposal in accordance with the requirements in DOE Order 412.1 Work Authorization System. This order and the DOE Field Work Proposal form are available at <http://grants.pr.doe.gov>. Use up to 10 letters of the FFRDC name (plus .pdf) as the file name (e.g., lanl.pdf or anl.pdf), and click on "Add Optional Other Attachment" to attach.

- **Building Technologies Conference/Workshop Project Information Form (if applicable)**

If an applicant proposes conferences/workshops as defined by DOE Order 110.3, a Building Technologies Conference/Workshop Project Information Form must be completed for each conference/workshop proposed. The DOE Order defines a conference as a meeting, seminar, retreat, symposium, or similar event, regardless of sponsorship, that involves official travel of DOE employees or DOE contractors.

The Building Technologies Conference/Workshop Project Information Form is included as Attachment A to this announcement.

The Order also lists "covered" and "excluded" conferences as defined below:

1. "Covered" Conferences
 - a. Conferences funded through acquisition, contract, or financial assistance. This includes conferences funded through the Building Technologies State Energy Outreach and Deployment announcement.
 - b. All conferences expected to attract more than 30 DOE employees, regardless of cost or funding mechanism.
 - c. Conferences that use a registration fee or non-DOE co-sponsorship to reduce EERE net expenses.
 - d. Conferences conducted by others to which EERE is providing financial co-sponsorship.
2. "Excluded" Conferences
 - a. Formal, structured training programs for DOE employees (including seminars specifically held for training purposes) that have specific objectives identified to improve certain knowledge, skills, and abilities.
 - b. Activities concerning work not funded by DOE that are conducted by DOE contractors.
 - c. Meetings requiring only local travel by DOE employees.
 - d. Federal Advisory Committee meetings.
 - e. Contract pre-proposal, bid opening, and negotiations.
 - f. Public hearings and associated briefings.
 - g. Audit, inspection, and investigation activities.
 - h. DOE technical/business program, project, or peer reviews.
 - i. Employees traveling to a site where work for DOE is being performed to discuss

the status of the work.

j. Conferences funded through formula grants through the Weatherization Assistance Program and the State Energy Program.

3. SF-LLL Disclosure of Lobbying Activities

If applicable, complete SF- LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

Summary of Required Forms/Files

Your application must include the following documents:

Name of Document	Format	File Name
Application for Federal Assistance – SF424	PureEdge Form	N/A
Other Attachments Form: Attach the following files to this form:	PureEdge Form	N/A
Project Narrative File	PDF	Project.pdf
Project Summary/Abstract File	PDF	Summary.pdf
SF 424A File - Budget Information for Non-Construction Programs	Excel	SF424A.xls
Budget Justification File	PDF	Budget.pdf
Subaward Budget File(s)	Excel	See Instructions
Certifications/Assurances File	PDF	Certs.pdf
Commitment Letters from Third Parties Contributing to Cost Sharing File, if applicable.	PDF	CLTP.pdf
Biographical Sketch File	PDF	Bio.pdf
Budget for FFRDC Contractor, if applicable	PDF	See Instructions
Building Technologies Conference/ Workshop Project Information Form, if applicable	PDF	Conference.pdf
SF-LLL Disclosure of Lobbying Activities, if applicable.	PureEdge Form	N/A

C. SUBMISSIONS FROM SUCCESSFUL APPLICANTS.

Successful applicants must submit the information listed below no later than **15** calendars days after notification of selection. Applicants who fail to provide the information within the required time period may be eliminated from further consideration.

What to submit	Required Form or Format
Designated Responsible Employee for complying with national policies prohibiting discrimination. Provide organization name, project title, DOE application tracking number, and the name, title, and phone number of Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5).	No special format. E-mail information to: Lisa.Kuzniar@netl.doe.gov .
Environmental Checklist – EF1. This form must be completed on-line through the NEPA Compliance Web Site.	This form is available at: https://www.eere-pmc.energy.gov/forms.asp

D. SUBMISSION DATES AND TIMES.**1. Pre-application Due Date.**

Pre-applications are not required.

2. Application Due Date.

Applications must be received by May 24, 2006, not later than 8:00 PM Eastern Time. You are encouraged to transmit your application well before the deadline. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.

E. GOVERNMENTAL REVIEW

It is the opinion of DOE that this program is not subject to Executive Order 12372 – Intergovernmental Review of Federal Programs. However, each Applicant should contact its state office of Federal programs to ensure whether the order is applicable to them or not.

F. FUNDING RESTRICTIONS.

Cost Principles Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600.

Pre-award Costs Recipients may charge to an award resulting from this announcement pre-award costs that were incurred within the ninety (90) calendar day period immediately preceding the effective date of the award, if the costs are allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600. Recipients must obtain the prior approval of the contracting officer for any pre-award costs that are for periods greater than this 90 day calendar period.

Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

G. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS

1. Where to Submit.

APPLICATIONS MUST BE SUBMITTED THROUGH GRANTS.GOV TO BE CONSIDERED FOR AWARD.

Submit electronic applications through the "Apply for Grants" function at www.Grants.gov. If you have problems completing the registration process or submitting your application, call Grants.gov at 1-800-518-4726 or send an email to support@grants.gov.

2. Registration Process.

You must COMPLETE the one-time registration process (all steps) before you can submit your first application through Grants.gov (See www.grants.gov/GetStarted). **We recommend that you start this process at least two weeks before the application due date.** It may take 14 days or more to complete the entire process. Use the Grants.gov Organizational Registration Checklists at <http://www.grants.gov/assets/OrganizationRegCheck.doc> to guide you through the process. **IMPORTANT:** During the CCR registration process, you will be asked to designate an E-Business Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called "Marketing Partner identification Number" (MPIN).

Part V - APPLICATION REVIEW INFORMATION

A. CRITERIA.

1. Initial Review Criteria.

Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that:

- (1) the Applicant is a State Energy Office or other agency responsible for administering the State Energy Program pursuant to 10 CFR part 420;
- (2) the mandatory and applicable optional forms required in Part IV, Section C "Content and Form of Application – SF 424" have been submitted in accordance with the instructions contained therein; and
- (3) the Applicant's proposed cost share meets the mandatory cost share requirements set forth in this announcement.

If an application doesn't meet all of the initial review criteria, it will be deemed non-responsive and will not be forwarded for a comprehensive merit evaluation. Applicants will be notified of this determination.

2. Merit Review Criteria.

1. PROJECT VALUE (Weight 30)

- The extent to which the proposed project will contribute to the eventual achievement of BTP's goal to improve energy efficiency in new and existing residential and commercial buildings.
- The extent to which the proposed approach positively impacts the BTP areas (one or more) addressed in the application.
- The extent to which the proposed integration of multiple BTP areas is innovative and creative.

2. MANAGEMENT AND PARTNERSHIP CAPABILITIES (Weight 30)

- Demonstrated experience of the Applicant and project team members to successfully manage and implement similar types of projects, Federal or Non-Federal.
- Demonstrated experience in addressing building industry needs.
- Clarity, logic and likely effectiveness of the project organization to successfully complete the proposed project.
- Credentials, capabilities and experience of key personnel.
- Evidence of strong current or past partnerships with organizations including other State Energy Offices involved in residential and commercial building energy efficiency.

3. PROJECT APPROACH (Weight 25)

- Clarity, completeness and feasibility of the proposed Statement of Project Objectives (SOPO).
- Degree to which the proposed work meets the stated objectives and the likelihood of success in meeting the stated objectives.
- Clarity, completeness and adequacy of the proposed work plan to successfully achieve the project objectives and degree to which the proposed schedule demonstrates realistic

milestones.

- Likelihood of the anticipated outcomes and results to further advance BTP's goal to improve energy efficiency in new and existing residential and commercial buildings.

4. PROJECT REPLICABILITY (Weight 15)

- Evidence that the project has significant potential to serve as a showcase, "success story" or peer-to-peer model that could be replicated by other states or in other regions.

3. Other Selection Factors.

The selection official will consider the following program policy factors in the selection process:

1. The desire to select a mix of projects which achieves the strategic goals of EERE;
2. The desire to select projects which produce a diverse portfolio of projects and or methodologies;
3. The desire to select projects which maximize the geographic diversity (considering past awards and current applications); or the desire to select for award a group of projects with a broad or specific geographic distribution because of the nature of the energy source, the type of projects envisioned, or limitations of past efforts;
4. The desire to select projects for award of less technical merit than other projects if such a selection will optimize use of available funds by allowing more projects to be supported and not be detrimental to the overall objectives of the program.

B. REVIEW AND SELECTION PROCESS.

1. Merit Review.

Applications that pass the initial review will be subjected to a merit review in accordance with the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance and Unsolicited Proposals." This guide is available under Financial Assistance, Regulations and Guidance at <http://professionals.pr.doe.gov/ma5/ma-5web.nsf/?Open>.

2. Selection.

The Selection Official will consider the merit review recommendation, program policy factors, and the amount of funds available.

3. Discussions and Award.

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient is capable of complying with the requirements in 10 CFR part 600; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES.

DOE anticipates notifying applicants selected for award by the end of July 2006 and making awards by September 30, 2006.

Part VI - AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES.

1. Notice of Selection.

DOE will notify applicants selected for award. This notice of selection is not an authorization to begin performance. (See Part IV.G with respect to the allowability of pre-award costs.)

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

2. Notice of Award.

A Notice of Financial Assistance Award issued by the contracting officer is the authorizing award document. It normally includes either as an attachment or by reference: (1). Special Terms and Conditions; (2). Applicable program regulations, if any; (3). Application as approved by DOE; (4). DOE assistance regulations at 10 CFR part 600, or, for Federal Demonstration Partnership (FDP) institutions, the FDP terms and conditions; (5). National Policy Assurances To Be Incorporated As Award Terms; (6). Budget Summary; and (7). Federal Assistance Reporting Checklist, which identifies the reporting requirements.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS.

1. Administrative Requirements.

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR part 600 (See: <http://ecfr.gpoaccess.gov>), except for grants made to Federal Demonstration Partnership (FDP) institutions. The FDP terms and conditions and DOE FDP agency specific terms and conditions are located on the National Science Foundation web site at http://www.nsf.gov/awards/managing/fed_dem_part.jsp.

2. Special Terms and Conditions and National Policy Requirements.

Special Terms and Conditions and National Policy Requirements.

The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at <http://grants.pr.doe.gov>. The National Policy Assurances To Be Incorporated As Award Terms are located at <http://grants.pr.doe.gov>.

Intellectual Property Provisions.

The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at http://www.gc.doe.gov/techtrans/sipp_matrix.html.

C. REPORTING.

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. See <http://www.eere.energy.gov/golden/PDFs/4600-2.pdf> for the proposed Checklist for this program.

PART VII - QUESTIONS/AGENCY CONTACTS

A. QUESTIONS.

Questions regarding the content of the announcement must be submitted through the “Submit Question” feature of the DOE Industry Interactive Procurement System (IIPS) at <http://e-center.doe.gov>. Locate the program announcement on IIPS and then click on the “Submit Question” button. Enter required information. You will receive an electronic notification that your question has been answered. DOE will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. DOE cannot answer these questions.

B. AGENCY CONTACT.

Name:	Lisa Kuzniar
E-mail:	Lisa.Kuzniar@netl.doe.gov
FAX:	304.285.4683
Telephone (Optional):	304.285.4242

PART VIII - OTHER INFORMATION

A. MODIFICATIONS.

Notices of any modifications to this announcement will be posted on Grants.gov and the DOE Industry Interactive Procurement System (IIPS). You can receive an email when a modification or an announcement message is posted by joining the mailing list for this announcement through the link in IIPS. When you download the application at Grants.gov, you can also register to receive notifications of changes through Grants.gov.

B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE.

DOE reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

C. COMMITMENT OF PUBLIC FUNDS.

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

D. PROPRIETARY APPLICATION INFORMATION.

Patentable ideas, trade secrets, proprietary or confidential commercial or financial information, disclosure of which may harm the applicant, should be included in an application only when such information is necessary to convey an understanding of the proposed project. The use and disclosure of such data may be restricted, provided the applicant includes the following legend on the first page of the project narrative and specifies the pages of the application which are to be restricted:

"The data contained in pages _____ of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government's right to use or disclose data obtained without restriction from any source, including the applicant."

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

"The following contains proprietary information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation."

E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL.

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers

must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

REFERENCE MATERIAL

- Attachment A – Building Technologies Conference/Workshop Project Information Form
- Attachment B – Grants.gov Presentation Instructions

ATTACHMENT A

Building Technologies Conference/Workshop Project Information Form

Suggested Special Projects Information Form
Name of Energy Office:
Application Identification Number:
Suggested Title of Conference/Workshop:
Proposed Date(s):
Proposed Location:
Projected Attendance:
Intended Audience Type(s):
Non-DOE Co-Sponsors (if known):
Projected DOE Costs:
Projected cost share (if known):

ATTACHMENT B

Grants.gov Presentation Information

DOWNLOADING AND SUBMITTING APPLICATION PACKAGES IN GRANTS. GOV



Grants Applicants EBiz About Us Resources P.L. 106-107 Privacy FAQs Tech Library Site Map HELP

GRANTS.GOVSM

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Download the [Registration Brochure](#) to get started today!

Learn more about [P.L. 106-107](#).

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Access the most requested information and features.

Select A Topic

SIGN UP NOW

FIND. APPLY. SUCCEED.SM

Grants.gov allows organizations to electronically find and apply for more than \$400 billion in Federal grants. Grants.gov is THE single access point for over 1000 grant programs offered by all Federal grant-making agencies. The US Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community.

Navigation of Grants.gov is simple. Use the colored tabs and/or links at the top of the screen to access primary sections of the site or the links to the left and below to access information on specific topics.

Find Grant Opportunities

- [Search for Grant Opportunities](#)
- [Register for Email Notification of Grant Opportunities](#)
- [Resources for Grants](#)
- [Find Information on Government Benefits for Individuals](#)

Apply For Grants

- [Prepare to Apply for Grants Through Grants.gov](#)
- [Access Active grant application packages](#)
- [Download grant application packages](#)
- [Complete a Grant Application Package](#)
- [Submit a Completed Grant Application Package](#)
- [Check the Status of an Application Submitted via Grants.gov](#)

The Authorized Representative (AOR) logs into www.grants.gov

Click on the “**Download Grant Application Packages**” link on the Grants.gov website.



Grants.gov - Download Application Package - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print W Links

Address https://apply.grants.gov/forms_apps_idx.html

Google Search PageRank 1568 blocked ABC Check AutoLink AutoFill Options

GRANTS.GOVSM

Grantors Applicants EBiz About Us Resources P.L. 106-107 Privacy FAQs Tech Library Site Map HELP

Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Apply > Download Application Package

Download Application Package

Note: You will need to download and install [PureEdge Viewer](#), prior to downloading an Application Package.

To download an application package, enter the appropriate CFDA Number OR Funding Opportunity Number and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number. You can also refer to the [Available Grant Application Packages](#) list, which provides information on CFDA Numbers and/or Funding Opportunity Numbers.

APPLY

- [Download Application Package](#)
- [Complete Application Package](#)
- [Submit Application Package](#)
- [Track Application Package Status](#)

QUICK LINKS

Access the most requested information and features.

Select A Topic

TIPS AND TOOLS

- [Complete Application Package Training Demo](#)
- [Convert Documents to PDF](#)
- [Download PureEdge Viewer](#)

Make sure you have downloaded and installed the PureEdge Viewer and the PureEdge Upgrade before you begin downloading the application package.

Enter the Funding Opportunity Number and Click on "Download Package."



Grants.gov - Download Application Package - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://apply.grants.gov/forms_apps_idx.html Links »

Google Search PageRank 1568 blocked ABC Check AutoLink AutoFill Options

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Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Apply for Grants > Forms & Applications > Selected Grant Applications for Download

Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

Before you can view and complete an application package, you must have the PureEdge viewer installed. [Click Here to download the PureEdge Viewer if you do not have it installed already.](#)

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
81.041	DE-PS26-06NT42769			National Energy Technology Laboratory	download

APPLY
[Download Application Package](#)
[Complete Application Package](#)
[Submit Application Package](#)
[Track Application Package Status](#)

QUICK LINKS
 Access the most requested information and features.
 Select A Topic

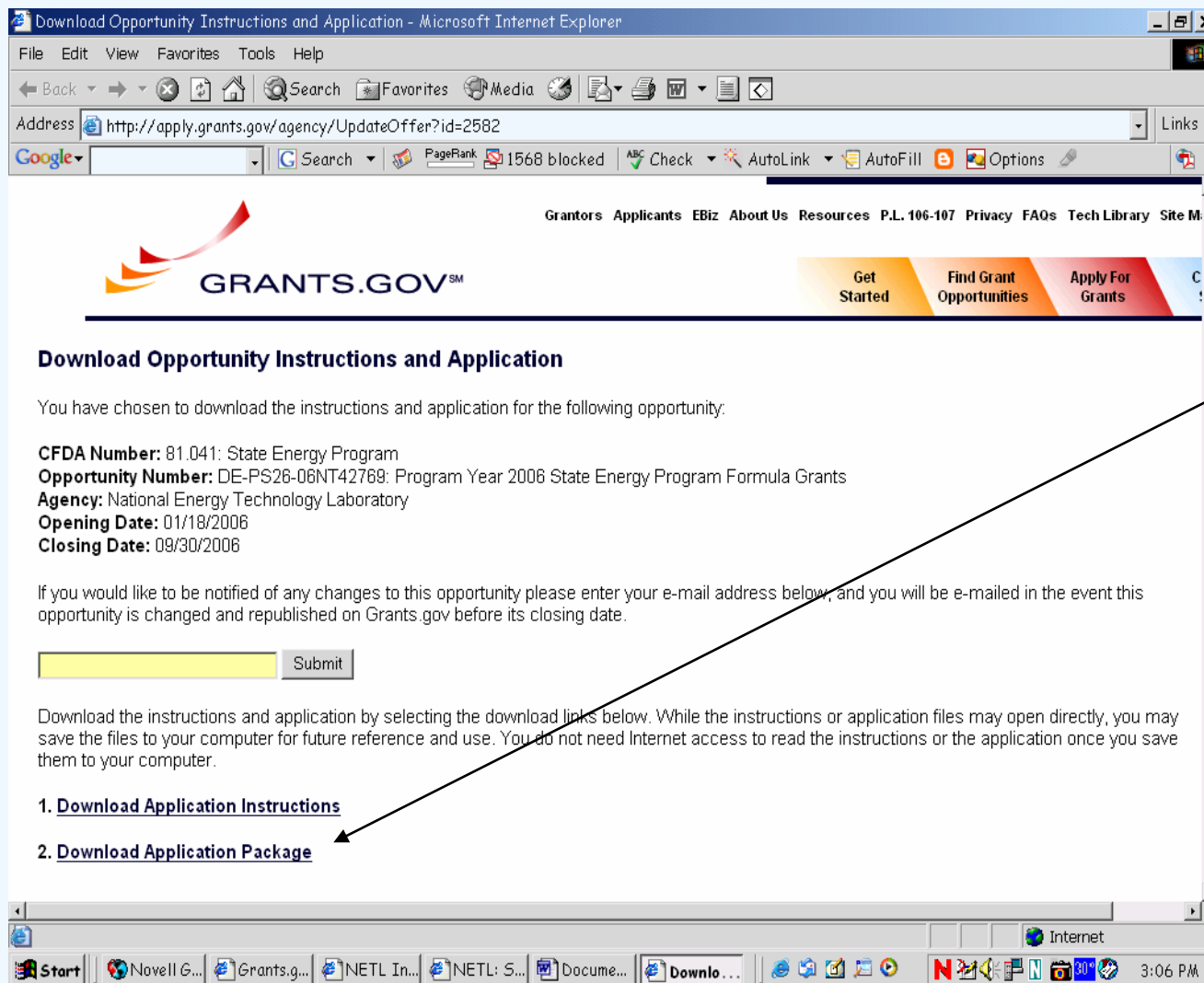
TIPS AND TOOLS
[Complete Application Package Training Demo](#)
[Convert Documents to PDF](#)
[Download PureEdge Viewer](#)

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The *Selected Grant Applications for Download* page appears.

Click on “**Download**” under *Instructions & Application*.





Click the
“**Download
Application
Package**” link.

(The *Download
Application Instructions*
will take you to the
Funding Opportunity
Announcement.)



http://apply.grants.gov/opportunities/packages/oppDE-PS26-06NT42769-cfda81.041.xfd - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://apply.grants.gov/opportunities/packages/oppDE-PS26-06NT42769-cfda81.041.xfd

Google Search PageRank 1568 blocked Check AutoLink AutoFill Options

100% PureEdge POWERED

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™ Grant Application Package

Opportunity Title: Program Year 2006 State Energy Program Formula

Offering Agency: National Energy Technology Laboratory

CFDA Number: 81.041

CFDA Description: State Energy Program

Opportunity Number: DE-PS26-06NT42769

Competition ID:

Opportunity Open Date: 01/18/2006

Opportunity Close Date: 09/30/2006

Agency Contact: Kelly McDonald
Contract Specialist
E-mail: kelly.mcdonald@netl.doe.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [Yellow Highlighted Field]

Mandatory Documents

Application for Federal Assistance (SF-424)
Other Attachments Form

Move Form to Submission List =>

Move Form to Documents List <=

Mandatory Completed Documents for Submission

Open Form Open Form

Instructions

- Enter a name for the application in the Application Filing Name field.**
 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Submit" button will not be functional until the application is complete and saved.
- Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.**
 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open an item, simply click on it to select the item and then click on the "Open" button. When you have completed a form or document, click the form/document name to select it, and then click the => button. This will move the form/document to the "Completed Documents" box. To remove a form/document from the "Completed Documents" box, click the form/document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - When you open a required form, the fields which must be completed are highlighted in yellow. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- Click the "Submit" button to submit your application to Grants.gov.**
 - Once you have properly completed all required documents and saved the application, the "Submit" button will become active.
 - You will be taken to a confirmation page where you will be asked to verify that this is the funding opportunity and Agency to which you want to submit an application.

Start Novell Gro... Grants.gov... GRANT APP... http://op... 3:16 PM

The **Application Package** will open in Pure Edge Viewer.

Click the **"Save"** Button to save the application to your computer.

After you saved the package, exit Grants.gov and open the downloaded file on your computer.

You will not need to be online to complete the application.



Submission

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title: Program Year 2006 State Energy Program Formula
 Offering Agency: National Energy Technology Laboratory
 CFDA Number: 81.041
 CFDA Description: State Energy Program
 Opportunity Number: DE-PS26-06NT42769
 Competition ID:
 Opportunity Open Date: 01/18/2006
 Opportunity Close Date: 09/30/2006
 Agency Contact: Kelly McDonald
 Contract Specialist
 E-mail: kelly.mcdonald@netl.doe.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: Jane Doe Company

Mandatory Documents

Application for Federal Assistance (SF-424)
 Other Attachments Form

Move Form to Submission List =>
 Move Form to Documents List <=

Mandatory Completed Documents for Submission

Open Form

Optional Documents

Move Form to Submission List =>

Optional Completed Documents for Submission

Disclosure of Lobbying Activities (SF-LLL)

Open Form

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Open the Application Package saved on your computer.

Open **Application for Federal Assistance (SF424)** by clicking on the form name and then click on the **"Open Form"** button.



SF424 Page 1

Close Form Next Print Page About

OMB Number: 4040-0004
Expiration Date: 07/31/2006

Application for Federal Assistance SF-424 Version 02

<p>* 1. Type of Submission:</p> <p><input type="radio"/> Preapplication</p> <p><input type="radio"/> Application</p> <p><input type="radio"/> Changed/Corrected Application</p>		<p>* 2. Type of Application: * If Revision, select appropriate letter(s):</p> <p><input type="radio"/> New <input type="text"/></p> <p><input type="radio"/> Continuation * Other (Specify)</p> <p><input type="radio"/> Revision <input type="text"/></p>	
<p>* 3. Date Received:</p> <p>Completed by Grants.gov upon submission.</p>		<p>4. Applicant Identifier:</p> <p><input type="text"/></p>	
<p>5a. Federal Entity Identifier:</p> <p><input type="text"/></p>		<p>* 5b. Federal Award Identifier:</p> <p><input type="text"/></p>	
<p>State Use Only:</p>			
<p>6. Date Received by State: / /</p>		<p>7. State Application Identifier: <input type="text"/></p>	
<p>8. APPLICANT INFORMATION:</p>			
<p>* a. Legal Name: <input type="text"/></p>			
<p>* b. Employer/Taxpayer Identification Number (EIN/TIN):</p> <p><input type="text"/></p>		<p>* c. Organizational DUNS:</p> <p><input type="text"/></p>	
<p>d. Address:</p>			
<p>* Street1: <input type="text"/></p>			

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Complete the required information on the form.

To exit the form, click the **“Close Form”** button at the top of the screen.

You will be returned to the Grant Application Package screen.

Use the **“Save”** button on the main screen to save your package again with updated information.



Submission

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title: Program Year 2006 State Energy Program Formula
 Offering Agency: National Energy Technology Laboratory
 CFDA Number: 81.041
 CFDA Description: State Energy Program
 Opportunity Number: DE-PS26-06NT42769
 Competition ID:
 Opportunity Open Date: 01/18/2006
 Opportunity Close Date: 09/30/2006
 Agency Contact: Kelly McDonald
 Contract Specialist
 E-mail: kelly.mcdonald@netl.doe.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: Jane Doe Company

Mandatory Documents

Application for Federal Assistance (SF-424)
Other Attachments Form

Move Form to Submission List =>
 Move Form to Documents List <=

Mandatory Completed Documents for Submission

Open Form

Optional Documents

Move Form to Submission List =>

Optional Completed Documents for Submission

Disclosure of Lobbying Activities (SF-LLL)

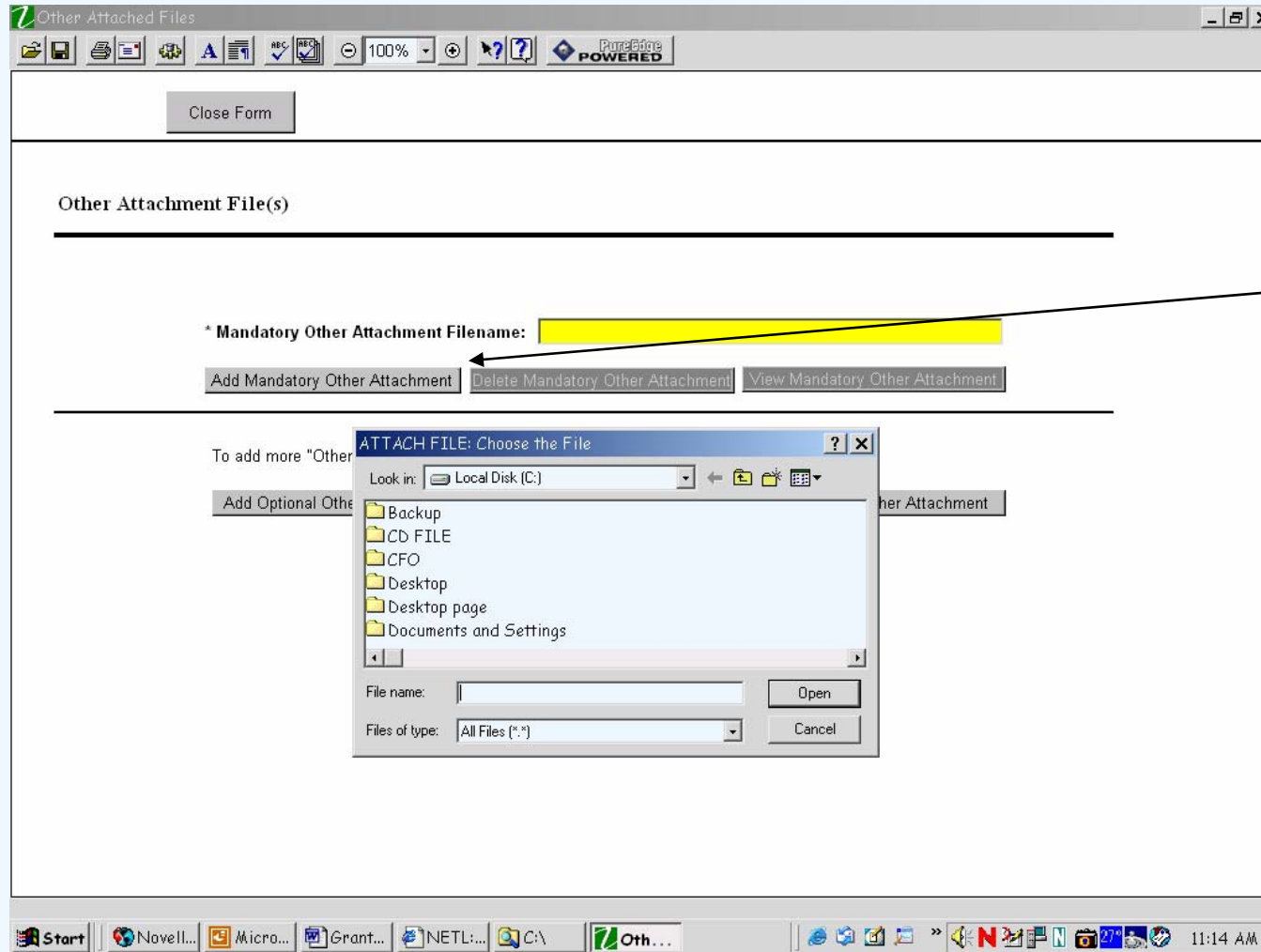
Open Form

Start Novell GroupWi... Microsoft Powe... C:\ Submission 7:13 AM

Use the **Other Attachments Form** to attach required documents as defined in the Funding Opportunity Announcement.

Highlight the form and click on the **"Open Form"** button.





To attach mandatory forms, click on **“Add Mandatory Other Attachment.”**. The Browse screen will appear to attach the file from your computer.



The screenshot shows a web application window titled "Other Attached Files". At the top, there is a "Close Form" button. Below it, the section "Other Attachment File(s)" contains a horizontal line. A label "* Mandatory Other Attachment Filename:" is followed by a yellow text input field. Below this field are three buttons: "Add Mandatory Other Attachment", "Delete Mandatory Other Attachment", and "View Mandatory Other Attachment". Another horizontal line follows. Below this, a text prompt says "To add more 'Other Attachment' attachments, please use the attachment buttons below." Below the prompt are three buttons: "Add Optional Other Attachment", "Delete Optional Other Attachment", and "View Optional Other Attachment". An arrow points from the "Add Optional Other Attachment" button to a "Form Attachments" dialog box. The dialog box has a title bar "Attachments" and a close button. It contains a paperclip icon and the text "Form Attachments". There are "Done" and "Attach" buttons. Below these, it says "Present Folder: Other Attachments". There are two lists: "Folders:" with "Other Attachments" selected, and "Attachments:" with "1409.doc" and "1445.doc". The taskbar at the bottom shows "Start", "Novell GroupWise - ...", "Microsoft PowerPoi...", and "Other Attached ...". The system clock shows "1:02 PM".

Use the “**Add Optional Other Attachment**” to attach additional required files.

The **Form Attachments** screen will appear. Click on **Attach** to browse your computer for attachments.



Submission

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title: Program Year 2006 State Energy Program Formula

Offering Agency: National Energy Technology Laboratory

CFDA Number: 81.041

CFDA Description: State Energy Program

Opportunity Number: DE-PS26-06NT42769

Competition ID:

Opportunity Open Date: 01/18/2006

Opportunity Close Date: 09/30/2006

Agency Contact: Kelly McDonald
Contract Specialist
E-mail: kelly.mcdonald@netl.doe.gov

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* Application Filing Name: [Redacted]

Mandatory Documents

Optional Documents

Disclosure of Lobbying Activities (SF-LLL)

Mandatory Completed Documents for Submission

Optional Completed Documents for Submission

Move Form to Submission List =>

Move Form to Documents List <=

Open Form

Open Form

Move Form to Submission List =>

Move Form to Documents List <=

Start Novell GroupWi... Microsoft Powe... C:\ Submission 7:46 AM

When you have completed the Mandatory Documents, move them to **"Mandatory Completed Documents for Submission"** by clicking on the right arrow button.

Complete the same process with Optional Documents.



Submission

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title: Program Year 2006 State Energy Program Formula
 Offering Agency: National Energy Technology Laboratory
 CFDA Number: 81.041
 CFDA Description: State Energy Program
 Opportunity Number: DE-PS26-06NT42769
 Competition ID:
 Opportunity Open Date: 01/18/2006
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 Agency Contact: Kelly McDonald
 Contract Specialist
 E-mail: kelly.mcdonald@netl.doe.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [Yellow Highlighted Field]

Mandatory Documents

Move Form to Submission List =>

Move Form to Documents List <=

Open Form

Optional Documents

Disclosure of Lobbying Activities (SF-LLL)

Move Form to Submission List =>

Mandatory Completed Documents for Submission

Application for Federal Assistance (SF-424)
 Other Attachments Form

Open Form

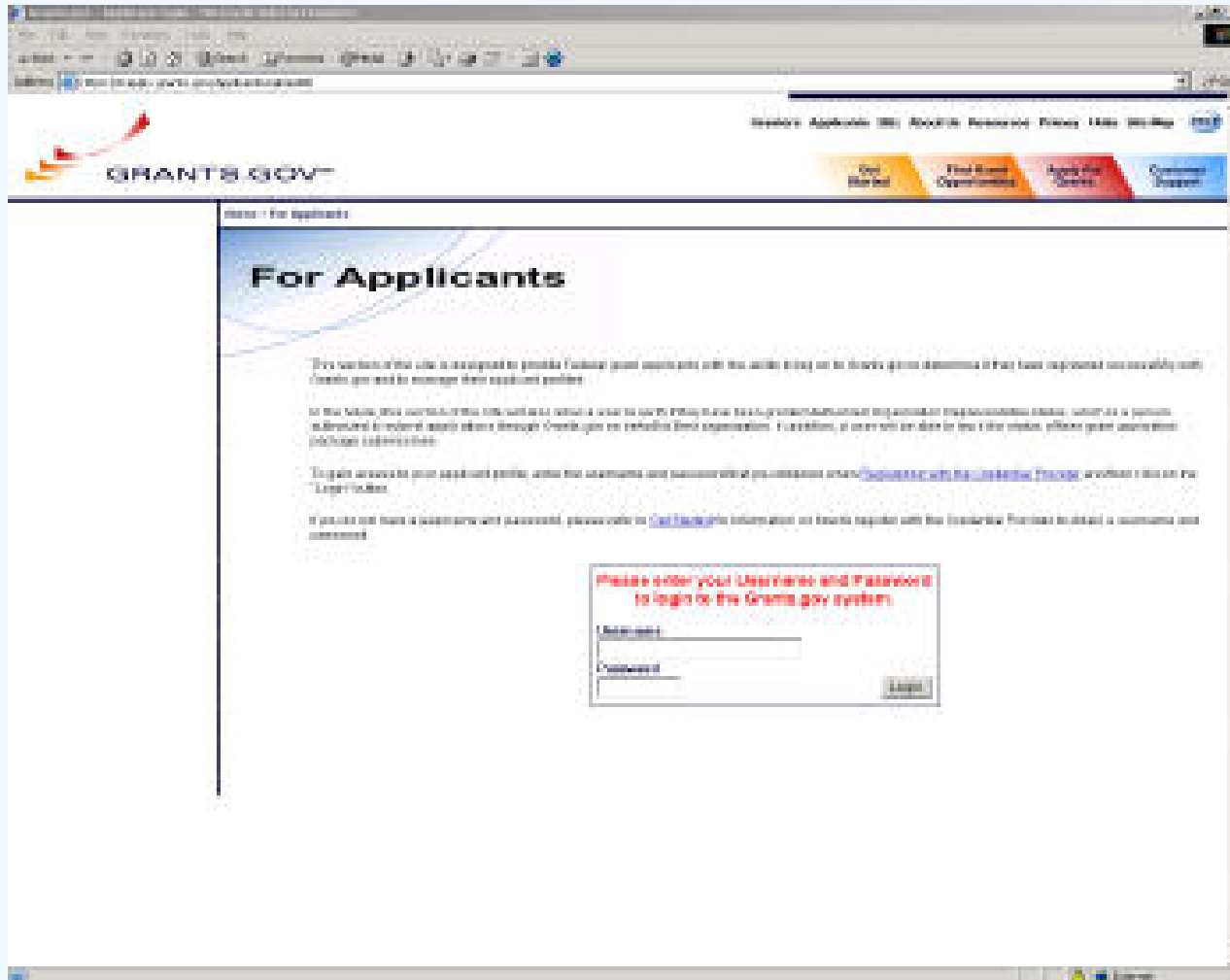
Optional Completed Documents for Submission

Submission

"Save" your application package.

The **"Submit"** button will become active when you have completed all required forms.



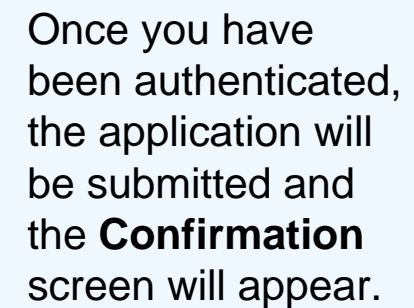


After clicking the “**Submit**” button, your web browser will open to the Grants.gov Login screen.

Enter your Username and Password and click on Login.

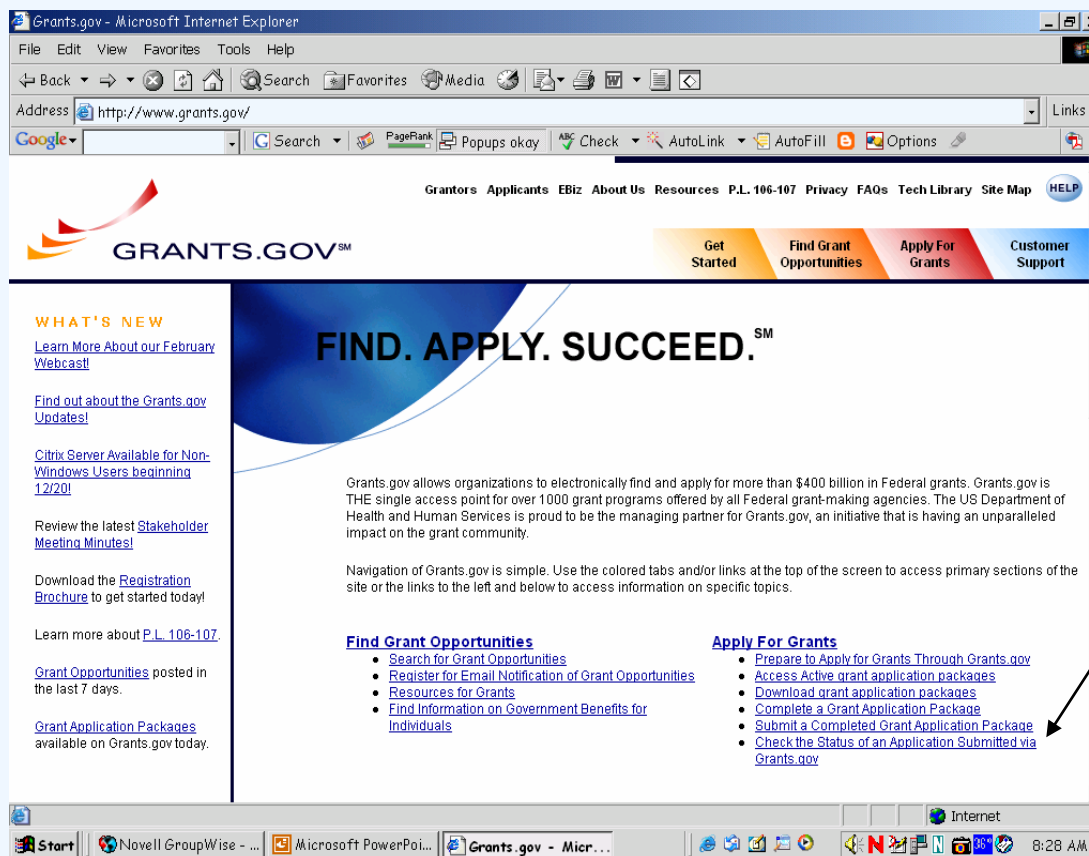
(Note: The AOR is the only person designated to “submit” applications.)





After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of four e-mails.

- Email Number 1 - Grants.gov Submission Receipt Number
 - Email Number 2 - Grants.gov Submission Validation Receipt for Application Number
 - Email Number 3 - Grants.gov Grantor Agency Retrieval Receipt for Application Number
 - Email Number 4 - Grants.gov Agency Tracking Number Assignment for Application Number
- (You will know that your application has reached DOE when the AOR receives email Number 4.)



Applicants can also check the application status by clicking on the **Check the Status of an Application Submitted** link.

